

# ZAKIR KHAN

B.E Electrical Engineering  
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## Careers Objectives

To obtain an Operations engineer position with Facilities Management Services Company using my experience and technical skills in troubleshooting on electrical, mechanical, control systems and specialized services at Sharjah international Airport.

## Professional Experience Summary

### ➤ Supervisor (Dec 2019 - to present)

- ❖ Company : Enova Facilities Management Services LLC
- ❖ Project : Sharjah international airport (UAE)
- ❖ Department : (operation and maintenance)

### ➤ Site Engineer (2016-2019)

- ❖ Company : Redco International wll
- ❖ Project : Qatar Rail / Embassy of japan
- ❖ Department : (construction)

### ➤ Trainee Engineer (2014-2016)

- ❖ Company : Hydro Tech Pak (Pvt) Ltd
- ❖ Project : Malakand III Hydro power plant 81MW (Pakistan)
- ❖ Department : (operation)

## Skill Summary

- Preparing workload schedule accordingly with PPM planner and setting priorities to assure the KPIs within the SLA.
- Handling emergency breakdowns, planned shutdowns by proper planning of resources and mobilizing team.
- Well versed in the use of CAFM (computer aided facilities management); Logging data and generating reports.
- Logging the generated inquiries in CAFM to maintain and assure SLA, with proper data record.

- Maintaining the daily, weekly and Monthly CRM & PPM activities Progress sheets for concern authorities.
- Analyzing the Incidents, and making incident report for the same.
- Using the MS office Application for gathering data, compiles information, and presenting reports.
- Coordination with Store for assuring the emergency stock, prior to start BD/PPM/Corrective maintenance activities and initiating the concerns to senior management.
- Use of adequate skills in maintenance of electrical systems and assets.
- Well versed in the use of AutoCAD and assisting the in-house construction (Civil) team for construction and renovation works.
- 8 Years of Technical experiences in MEP projects.
- Good communication, Interpersonal and presentation.
- Coordination and Management communications to follow colleagues and co-workers.
- Good communication and customer service skills and the ability to work as a part of team and/or independently and the ability to priorities tasks.
- Performs inspection and testing of electrical system, equipment and system.
- Act as the primary source of field Quality Assurance, and monitor the Contractors Quality Control processes and QC Inspection reporting and corrective actions.
- Managing time in order to complete assignments and fulfill responsibilities.
- Leading team of technicians, with strong management skills.
- Ability to implement HSE standard as per the directives of the Management.
- Demonstrating high standard of HSE Practices.

## Supervisor

### ➤ Project: Sharjah International Airport

- ❖ **Company** : ENOVA facilities management service
- ❖ **Client** : Sharjah international airport

## Key Responsibilities:

- Responsible for the maintenance services (PPM/CRM/BD) in systems as below.
  - ❖ Baggage handling system (BHS) and Transfer baggage system (TBHS) of airport.
  - ❖ Passenger boarding bridges (PBB).
  - ❖ Visual docking and guidance system (VDGS).
  - ❖ Main distribution board (MDB), SMDB, MCC, LDB, PDB, capacitor bank panel.
  - ❖ Generator and ATS panel.
  - ❖ Solar panel, emergency light,
  - ❖ Airport ground lighting system (AGL), RMU, CCR etc....

- ❖ HVAC system, AHU, FAHU, split AC, FCU.
- ❖ Submersible pump, jockey pump etc.
- Act quickly to make on the spot repairs when electrical system and machinery malfunction.
- Preparing submit shift report to our client.
- Preparing and submitting weekly and monthly report.
- Preparing ppm report from CAFM and submit to section engineer.
- In charge of any electrical system must make inspection and assess potential problem.
- Perform regular tests to new and existing electrical system, equipment, and machinery.
- Prepare PPM Schedule for CAFM team.
- Overseeing and managing maintenance personal.
- Scheduling staff, assigning duties to staff, overseeing their work and conducting performance evaluation.
- Hiring and training of the technician and providing employee developments opportunities.
- Prepare weekly maintenance schedules of all the Electrical equipment's and allocate work
- Inspect facilities periodically to determine problems and necessary maintenance
- Monitor inventory of materials and equipment
- Participate in coordination of projects (e.g. renovations)
- Ensure adherence to quality standards and health and safety regulations
- Coordinate daily cleaning and maintenance activities.
- Comply with all health and safety regulation and practices on site.
- Conduct safety inspections as scheduled.
- Establish strategies to meet workload demands on time.
- Designing, maintaining, implementing, and improving Electrical instruments, facilities components, equipment products.

## Site Engineer

**2016 to 2019**

- **Project: construction of Embassy of Japan in the state of Qatar (MEP)**
  - ❖ **Project: Embassy of Japan state of Qatar**
  - ❖ **Client: Embassy of Japan**
  - ❖ **Consultant: Arab engineering Bureau**
- **Project: Construction of Qatar Rail metro station (MEP)**
  - ❖ **Project: Hamad International Airport metro station Red line Terminal 1**
  - ❖ **Client: Qatar Rail**
  - ❖ **Consultant: Project Management consultant (PMC)**

## Key Responsibility.....

- Ensuring all electrical materials supplied as per the approved submittals and specification.
- Plotting and cross checking of shop drawings as per site requirement before mobilization.
- Supervision and coordination of site to ensure that the work is done in accordance with project specifications and regulatory standards.
- Installation, testing, commissioning and maintenance of Electrical Equipment.
- Coordination of MEP services at site as per the drawings, site condition and standards.
- Monitoring all sub-contractors work closely to ensure that the quality of the work is as per the specification and is completed on time.
- Preparation of monthly and weekly progress Report.
- Preparation of RFIs and relevant documents to confirm the documentation of variations as per site condition.
- Preparation of cable size Calculation, Voltage Drop Calculation and Cable Tray design
- Assisting and coordinating the drawing section for Electrical Load schedule and single line diagram
- Coordinating with site team to close all pending Consultant's NCR,
- Supervision and monitoring electrical installation on going at site, inspection of MV, LV Cables, lighting & power, Transformer, MDB, SMDB, FDB, Earthing system conducting work, small power and infrastructure works, testing and commissioning of all equipment's.
- Supervising testing and commissioning of electrical works on site completion.
- Monitor materials resources and Coordination with MEP team during installation of electrical asset.
- Coordination with civil / MEP/ and outsourced teams for the services coordinations.
- Ensuring that installation and operations conform to standards and customer requirements by preparing electrical systems specifications, technical drawings.
- Operate computer-assisted engineering and design software and equipment to perform engineering tasks.
- Oversee project production efforts to assure projects are completed satisfactorily, on time and within budget.
- TBT and LOTO activities at site before mobilizing the team and supervising the HSE protocols.
- Generating MIR, IR for the Material and site installation work.
- Co-ordinate with consultant for NCR (Non-Conformance Report) closing.
- Rounds with consultants team for the Site Inspection.
- Record and maintain the snag list and rectification procedures for the sange.
- Ensure adherence to quality standards and health and safety regulations

➤ **Project: Malankand III Hydro power plant 81 MW**

- ❖ **Company** : Hydro tech pvt ltd
- ❖ **Client** : water and power development authority (WPDA) Pakistan

**Key Responsibility.....**

**Scope of work 81MW Hydro power plant with three 27MW Generator and three 32MVA transformer and 132KV switch yard.**

- Starting and synchronization of the 27MW Hydel generator.
- Check the operation of the generator by using HMI.
- Check the operation of the 32MVA transformer, turbine, and generator by HMI and SCADA.
- Supervision and maintenance of the 32MVA Transformer, generator, axillary transformer, Automatic voltage regulator (AVR) and exciter.
- Supervision and operation of the 132KV switch yard.
- Supervision and operation of CT and PT.
- Supervision and operation and maintenance of the isolator, SF6 circuit breaker.
- Schedule routine maintenance and inspection of electrical systems.
- Develop preventive maintenance programs for electrical systems.
- Ensure that system breakdown, failures and repairs are addressed promptly.

**IT Skills**

- Proficient in MS office, Auto cad, Revit.
- Use of Aconex software for construction project.
- Proficient in CAFM software.
- Baggage handling system Siemens SCADA software configuration.
- Air bridges software use to download break down data from Majilis.
- Programmable logic controller PLC fault rectification and solution of BHS, PBB, STP.